

# WORD

## M · O · V · E · R

THE PERSONAL TEXT EDITOR

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to ~~put in~~ <sup>insert</sup> a letter <sup>or whole lines or paragraphs.</sup> you want to <sup>Cap</sup>

<sup>delete</sup> substitute ~~for~~ others, or to ~~close~~

close <sup>l.c.</sup> Up a word where you've left

an unnecessary gap inside it ! <sup>close up</sup>

n.p. <sup>editing</sup> What you're in effect doing is  
~~head hitting~~ or processing what

you've written—even to the extent

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BRITISH BROADCASTING CORPORATION

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# Introduction

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What is a word processor and what is word processing? Before we answer that question, let's try and write a paragraph about the mechanics of writing.

*How often, when writing, do you find that you've misspelt a word and just need to insert a letter in it; or you want to get rid of a word or words, or whole lines and paragraphs, and substitute one or more for them; or you want to close up a word where you've left an unnecessary gap inside it?*

*What you're in effect doing is editing or processing what you've written – even to the extent of breaking one paragraph up into two; and, perhaps, putting in a whole new paragraph. Then, of course, you may want to write all this out again very neatly so that it looks good: you could then indent, tabulate and give headings to your paragraphs.*

Word processing programs on computers represent attempts to 'automate' what you can do by hand. The more sophisticated among them offer features such as looking for a word or words and replacing these with another word or words. There are some powerful word processors around – but frequently they are hard to understand, and learning *how* to use them is a great barrier to actually using them. If you do a lot of writing, then a more sophisticated word processor is what you'll need after WORD MOVER give you a confidence-building (and useful) introduction to word processing by computer.

WORD MOVER is best suited to documents that are not more than about four A4-sized pages long. If you have a piece of writing that's longer than that, you can get around this by breaking it up into chunks. If you have a disc-based system you can also (see pp. 14-15) create one big document and, with care, manipulate it using WORD MOVER's editing commands. The preferred way, however, of dealing with a long document is to break it up into chunks.

Although WORD MOVER is simple, with not many commands to remember, you can get good results from it.

Let's quickly run through what you can do:

You can type a document into the area in the computer that WORD MOVER reserves for you – its Text Storage (or 'text buffer') area – and create and edit it: the *Edit Mode*.



By giving WORD MOVER commands you can: quit editing; save your efforts; start again; print your text onto the screen or a printer; switch back into editing; locate a pattern in your text. This is the *Command Mode*.

We can now distinguish between two 'modes' for WORD MOVER:

The Edit Mode

The Command Mode

Now let's get into our editor in more detail. You will find a certain amount of repetition in this booklet, but it is hoped that as your familiarity with the software increases, you will have to refer to it less and less often.

# Word Mover

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## BRITISH BROADCASTING CORPORATION MICROCOMPUTER

Type in

- 1 ★TAPE and press RETURN. (If you do not have the DFS, there's no need to do this.)
- 2 CHAIN "WORD" and press RETURN.
- 3 Press PLAY on your recorder. A 'beep' should indicate a successful load.

### Saving to disc

Saving the program to disc is simple. After ★TAPE, type LOAD "WORD", press RETURN. Wait till the program is loaded into the computer. Then type ★DISC, press RETURN; then SAVE "WORDM" (or whatever name you choose) and press RETURN. (Use a fresh, formatted disc.)

You can, similarly, save PRINT to disc (see below).

### Saving to tape:

Follow the 'saving to disc' instructions, but leave out ★DISC. Remember to use a new tape.

*It is really important that you have a motor-controlled recorder.*

## ELECTRON

Type in CHAIN "ELECT", press RETURN. (Switch on your recorder first.)

Press PLAY on your recorder. A 'beep' should indicate a successful load.

### Saving to tape

The procedure is identical to that for the BBC Micro. Save both ELECT and WORD.

*It is really important that you have a motor-controlled recorder.*

## PRINT

The fourth program on your tape is called PRINT. Briefly, it allows you to print out, on the screen or (preferably) on a printer, what you have created. We'll have more on that later.

The last file on your tape is another version of this guide. You can read it or print it out using WORD MOVER itself (see pp. 18-21).

**NOTE** Please make sure that you make back-up tape or disc copies

of WORD MOVER and PRINT. Keep these in a safe place. Please remember that although there is no so-called software protection in this program, it is still copyright. There is nothing to prevent you, however, from inspecting it and modifying it for your own use if you feel capable of tailoring it to suit your needs better.

## WORD MOVER IN ACTION

All being well, you'll see a title on the screen. Notice the flashing block cursor. WORD MOVER needs about five seconds to set itself up. (It's written mainly in BASIC, with a small amount of assembly language to speed up certain operations.)

WORD MOVER then shows you its menu.

Press the **TAB** key. (You *must* use **CTRL I** instead for the ELECTRON.) You've now entered the Text Storage area of WORD MOVER. Press **TAB** again – you've switched back into the Menu. Press **TAB**: back into Edit Mode! Type in a line or two; these, for instance:

There was a young man from Siberia  
Who had a complex inferior  
He would always say 'please'  
And speak to your knees  
This humble young man from Siberia

Let's call this verse LIM.

Notice that you can press **TAB** at any time to get back to the Menu page from the text area, and vice versa. (**CTRL I** does the same thing as **TAB**.)

Keep experimenting with LIM or any other short piece of text while in the Text Storage area.

- The blinking cursor marks where you are in the text – your 'current position'.
- You can enter a character at the current position of the cursor. The character you've replaced is moved to the right, and so is all the other text. The cursor moves one step to the right. As you keep typing in this fashion, you will add new text from the current cursor position.
- How do you move the cursor? Use the four arrow ('cursor control') keys to move the cursor up, down, left and right. Also try **CTRL J**, **CTRL K**, **CTRL H**, **CTRL L**. Remember that you have to press the CTRL and relevant letter key together firmly.
- To start typing on a new line, you have to press **RETURN** with the cursor at the end of the current line.

- The **DELETE** key removes the character to the left of the cursor. The cursor moves one position to the left. Text that follows the now-deleted character is closed up, so there is no gap. Pressing **CTRL/underline** together gives the same effect.

- If you step the cursor down to the bottom of the text area currently on screen, the text at the top will 'rise' (scroll) upwards – it will be moved upwards past the 'window' of your screen. If you then step the cursor to the top, this text will 'sink' (scroll) downwards back into view through the screen 'window'. When you hear a beep and see that the cursor doesn't move any more, it means that it has 'bumped up' against the limits of the current Text Storage area – its 'topmost' or 'downmost' part.

- You'll see a blue area on the screen: this shows you how much of the screen area has been left unfilled.

If you are creating a completely new document, you can continue typing into this area.

If you are actually feeding in text from tape or disc this blue area will start filling up from the disc or tape as you move the cursor down. (We'll talk about disc and tape saving and loading later.)

**ELECTRON** As there is no **MODE 7** for the Electron, you won't see a 'blue' area. Everything else above applies, however.

- The top left-hand corner of the Menu Page tells you how many lines you've used up so far.

If you have an **ELECTRON**, notice that you have 260 lines at your disposal. If you have a Model B, you have 360 lines of text storage.

- You'll see that **WORD MOVER** lets you type in lines of any length.

(This means that it can treat a long line as a single line for the purpose of manipulating it. Long lines will be broken up suitably when the time comes to print them out. **WORD MOVER** uses an 'initial line plus flagged continuation lines' scheme to display long lines: only columns 2 to 38 are used to display text. If a line is an initial line, column 1 is blank; if the line is a continuation line, column 1 contains a blob on the Model B Micro. To show further the difference between an initial line and the lines that continue on from it, the initial lines are in light blue on the BBC Micro.)

- If you have the cursor on a particular character of a line and then press **RETURN**, the line is broken up into two. The character the cursor was on becomes the first character of the new line. **CTRL M** has the same effect.



- **TAB** switches between Edit and Command Modes. **CTRL I** has the same effect, and *must* be used if you have an **ELECTRON**.
- The **COPY** key simply clears and redraws the screen. **CTRL P** has the same effect. If you use it while in the Menu Page, you'll hear a warning beep.
- The **SPACE BAR**. When you tap the space bar, the text is moved onward, leaving space for you to type in new text, provided that the Text Storage area isn't already crammed full with text. Of course, you'll have to backstep the cursor to where you want to start typing from.

Remember that the Text Storage area can only hold a certain amount of text. If you want to be sure of being able to edit a chunk of text, always leave a margin of, say, fifteen lines for any additions you might want to make. We'll come back to this point later.

Suppose you've somehow created a gap, typed something in and then found you've not completely filled the gap.

Put the cursor on the 'a' of the 'and' (ie the first letter after the gap). Keep pressing the **DELETE** key. The text closes up.

- **BEEPS**. **WORD MOVER** beeps at you whenever you try to do something it doesn't like; for instance, when you've reached the very top of the current Text Storage area and want to go over the top, or if you've filled up the current Text Storage area and try to go through the bottom. Similarly, you'll hear a beep:

- if you press **ESCAPE** when in the Text Storage area;
- if you try to type in text when you're in the Menu Page.

The program will wait for you to do something 'legitimate'. It will cancel any text you've typed ahead.

- **UPPER** and **LOWER** case. You can use the **CAPS LOCK** and **SHIFT LOCK** keys as usual.

- Pressing **ESCAPE** clears and 'reconstitutes' the Menu Page. It will also immediately cancel the **★**, **I**, **O**, **L** and **H** commands if used before you press **RETURN**. If you're in the Text Storage area, **WORD MOVER** will ignore this keypress.

If you've typed in a miscellaneous collection of text by now, you can 'clear out' the Text Storage area by pressing **BREAK**. **WORD MOVER** will 'reconstitute' itself.

Now get into the Text Storage area and, if you want to, type in **LIM** again. (Remember the use of **TAB**; or **CTRL I** if you have an **ELECTRON**.)

Get back to the Menu Page.

## THE COMMAND KEYS

These keys are used when you are in the Text Storage area: that is, when you are editing.

To obtain the commands listed below, you have to press the control key (**CTRL**) together with one other key, firmly, then release them.

Describing what the commands do is rather like describing a spiral staircase to someone who intends to climb one. It's much better to actually climb one to see what it's like. 'Begin at the first step and keep walking upwards.' Similarly, it's much better to try the commands yourself.

Get into the Text Storage area.

### CTRL @

The cursor leaps from where it is *forward* to the end of the line it's on. If it's already at line-end, it leaps to the end of the next line down.

### CTRL C

This deletes the character *at* the cursor position. The cursor doesn't move. Contrast this with the action of **DELETE**.

### CTRL U

Think of the screen as a window through which you watch things floating upwards or downwards. This command 'floats' or scrolls the text *upwards* half a page. The cursor will correspondingly jump down a half-page.

### CTRL D

This 'floats' or scrolls the text *downwards* past your screen window, half a page at a time. The cursor correspondingly leaps up a half-page. Of course, **CTRL U** and **CTRL D** will only prompt the cursor to leap half-pages if there is enough text on the screen to do so.

### CTRL F

The cursor leaps *backward* to the beginning of the line it's on. If it's already at the beginning of a line, it leaps to the beginning of the previous line.

*Note* We can now see how to use **CTRL @**, **CTRL F**, **CTRL U** and **CTRL D** to 'leap about' the text area. We can then use the arrow keys for smaller steps to get to the word or character we want.

### CTRL E

Suppose you want to get rid of the whole or part of a single line of text from *left* to *right*. First position the cursor at the relevant point, then

use this command. It deletes the text from the cursor to the end of the line.

If you press **f 9**, you'll recover this text.

## CTRL X

Suppose you want to get rid of the whole or part of a single line of text from *right* to *left*. First position your cursor at the relevant point, then use **CTRL X**. It deletes the text from the cursor to the beginning of the line. If you press **f 9**, you'll recover this text.

Once again: **CTRL E** and **CTRL X** get rid of text. This text isn't completely lost to you, however. If you press the function key **f 9**, you can get the text back. Of course, the area the function key has at its disposal is also limited, so if you fill this area up you will get a 'Bad Key' message.

Let's now briefly revise these editing commands in a slightly different way:

## CURSOR MOVEMENT

Use the arrow (or 'cursor control') keys; or **CTRL J**, **CTRL K**, **CTRL H**, **CTRL L**.

## FAST MOVEMENT

Use **CTRL @**, **CTRL F**, **CTRL U**, **CTRL D**. (Combine with arrow-key movements to get to where you want.)

## TEXT INSERTION

Use the cursor at the desired position and start typing. You could also create space for the insertion of text, or simply move text onward, by tapping the space bar.

## TEXT DELETION

To delete a character use **CTRL C** or **DELETE**.

To delete a line in part or whole, use **CTRL X** or **CTRL E** as appropriate.

## LINE BREAKS

To break a line in two, use **RETURN** or **CTRL M**.

## NEW LINE

Position the cursor at the end of the current line. Press **RETURN**.

## LINE JOINING

To join two lines, use **DELETE** or **CTRL/underline** with the cursor on top of the first character of the second line. (The underline character is on the third row of the keyboard, right-hand side.)

## EDIT/COMMAND MODE

Press **TAB** to switch from one to the other. **CTRL I** has the same effect, and *must* be used if you're running WORD MOVER on an ELECTRON.

## REDRAWING THE SCREEN

Press **COPY** or **CTRL P**. This works when you are in the Text area.

## THE COMMAND CODES

The commands in this mode are used from the Menu Page. Simply press the relevant key.

**Q** If you want to get out of WORD MOVER, press **Q**. You can get back inside, with your text intact, if you immediately press **f 9**.

Of course, if after quitting WORD MOVER you load or run another program such as PRINT, you will no longer be able to use WORD MOVER itself.

Here's an important point:

Suppose you've typed in two different pieces of text and have saved these onto tape or disc (see **O** command, p.13). Call these EFFORT1 and EFFORT2.

Now suppose you have just switched on your computer and are then using WORD MOVER.

You load in EFFORT1 and play around with it. Now you want to do things to EFFORT2 which, remember, is totally distinct from EFFORT1. If you load in EFFORT2, it will be put in 'on top' of EFFORT1.

What you really want to do is first 'clean out' the Text Storage area and only then load in EFFORT2. To do this, press **BREAK**. As you can see, WORD MOVER 'reconstitutes' itself. Now you can load in EFFORT2 and carry on.

**W** See I below

**B** If you type a line or lines that don't stretch right across the screen, WORD MOVER puts in 'dummy blanks' to 'pad' the line or lines. On the other hand, you might have put in genuine spaces by using the space bar. **B** highlights the dummy blanks, which you may find useful.

If you press **B** again, it switches back to 'no blanks shown'.

**P** If your saved document is less than 360 lines long (260 lines for the ELECTRON) you can print it out using this command. Of course, Electron users will probably not have an actual printer, but all users can simply 'preview' the layout by typing in **★FX5,0** before using **P**. **P** will

break up your document into lines and pages at suitable points.

If you have a parallel printer, use **P**.

If you have a serial printer, first type in **★FX5,2**, **★FX8,n** in succession. You may also have to type in a **★FX6,n** command. (**n** stands for a number that may depend on your mark of printer. See pp. 423-424 of the User Guide and consult your printer manual if necessary.) Now use **P**.

*Note* If you **LOAD WORD MOVER** and **LIST** line 2, you'll see that 'variables' have been set up to give a particular type of layout.

The variable **W%** is assumed to hold the width of the page in characters, **L%** the number of lines per page, **K%** the number of spaces preceding each line and **S%** to hold -1 (to suppress page numbering) or 0,1 or 2 (to put number at bottom left, centre or right). You can either permanently alter these variables by replacing line 1 of **WORD MOVER** (where they are initialised to 60, 60, 0 and 1), or temporarily alter them by leaving the program using the **Q** command assigning new values to them and re-entering the program by pressing **f9**.

**R** If you prefer to print out your document with a ragged, more 'natural' right-hand edge, use **R**. This command applies to documents that are 360 or fewer lines long (for the **ELECTRON**, 260 or fewer lines). See the remarks for **P** above.

**V** This command is specialised and few of us will want to use it. It is useful in special situations where you might want to use your computer as a VDU terminal to another computer. Text typed in at the other computer could be fed into your computer and appear on your screen, but this would need extra specialist programs to make it practicable. This command is therefore for those who have the required knowledge to set up the necessary connections between the two computers using the RS423 link.

**tab** This is now an old friend of ours. It lets us switch between the Menu and the Text Storage area. **CTRL I** has the same effect, and **must** be used if you are using an **ELECTRON**.

**★** This command is mainly of use to disc users. It allows the Operating System **★** Commands to be used within **WORD MOVER**. For instance, if you type in **★CAT** and press **RETURN** you'll get a catalogue of all the files on the current disc (or tape).

Of course, there are **★** Commands that you must use with the customary caution. **★DELETE** is one such. If you had saved **LIM** on disc, then **★DELETE LIM** would wipe it out. Be sure you want to get rid of a particular chunk ('file') of text before using **★DELETE**.



Notice that the function keys **f0** to **f8** are not used by WORD MOVER. You could define one or more of them by using **\*KEY** within WORD MOVER, to do useful things. The function keys are explained in the User Guide and in some books for beginners. (Also, see pp. 16-17).

If you hold the **CTRL** key down, WORD MOVER will switch into Edit Mode on completion of the **\*** command you type in. This will allow you to **\*EXEC** a file into your current document.

Suppose you have already *saved* a document onto file or disc and you now want it *back inside* the Text Storage area:

**I** This command asks ('prompts') you to give a file name. Suppose your document is called **EFFORT1**. WORD MOVER feeds in the first few lines, and keeps feeding in more lines as you press the down arrow key, or **CTRL D**. When the text fills the Text Storage area, you'll hear a beep.

**O** Suppose you have freshly created a document in the text storage area (let's call it **EFFORT1**) and you want to save it onto tape or disc.

The **O** command asks ('prompts') you to give a name to the 'file' that will hold **EFFORT1**. Type in **EFFORT1** and press **RETURN**. This simply puts the name of your document onto the tape or disc. Now, if you're satisfied and actually want to save **EFFORT1**, get into the Menu Page and type the **W** command. This 'winds up' the process and actually saves **EFFORT**. Notice that after using **W**, WORD MOVER quits. You can get back into it, if you want, by pressing function key **f9**. (Notice that **f9** has a different use to the one it has while you are in *Edit Mode*.)

(You can instead, for example, use the **PRINT** program rather than return to WORD MOVER.)

Remember that if you now want to create something entirely new, you should first clean out the Text Storage area by pressing **BREAK**. If, on the other hand, you want to add to the text in this area (and if you've got space there to do so!) you can press **f9** to get back WORD MOVER.

Using **O** and **W** in the way just described will work for the ideal size of text – approximately four A4-sized pages.

Later, we'll talk about longer documents. But, in any case, it is better to stick to short pieces of text until you get familiar with WORD MOVER. *Note* Don't forget to put the correct tape or disc in when you're saving a piece of text!

**L** This command allows you to locate a specific pattern of characters.

For example, suppose you want to find the word 'and' in your document. Pressing L and then typing 'and' commands WORD MOVER to search forward from where the cursor currently is to where the first 'and' occurs. To keep finding 'and', you'll have to keep using the L command. This is tedious, so you could program one of the function keys to pass the L command, together with the character pattern you want to find, to WORD MOVER; so:

★KEY 0 Land |M| I

Now you can keep pressing the f0 key.  
(See the section on the function keys, pp. 16-17.)

Notice that the L command works best if you have all of your document in the Text Storage area and you begin at the very beginning of your document.

The L command does not cause any text to be read, from tape or disc, into the Text Storage area.

## EDITING

In all cases, be sure that you have separate tapes or discs for your documents. Do not keep your documents on the same medium as you have WORD MOVER, and try to have separate media for distinctly different documents.

### 1 FOR TAPE and DISC: *Small documents*

Remember that WORD MOVER has space for 360 lines of text (260 for the ELECTRON). If you completely fill it, it will be crammed and bursting at the seams, with no space in it to add even an extra letter.

If you deliberately create a short letter or a document with enough spare lines to accept any additions later, then you can of course edit this, and save it onto tape or disc as explained earlier (see the section on the O command, p. 13).

### 2 FOR TAPE and DISC: *Large documents*

You can deliberately decide to chop up your large EFFORT into a series of smaller efforts: EFFORT1, EFFORT2, EFFORT3, and so on. You can save these onto tape or disc as explained earlier.

Remember that each shorter piece will have to be created in such a way that, during its development, there is enough space for you to add characters, letters, words or lines to it.

*This is the best way to create large documents.*

### 3 FOR DISC: *Large documents*

If you want to make sure that you can edit a document without chopping it up into smaller pieces, this is what to do:

Let's call the document EFFORT1

Assume you've just created it, and that it's in the Text Storage area and occupies 350 lines (just as an example).

Use the **O** command and then the **W** command. Your EFFORT1 is now saved.

Whenever you want to edit EFFORT1:

Use **I** to input EFFORT1.

*Immediately* use the **O** command. Type in **EFFORT2**. This tells WORD MOVER that your newly edited EFFORT 1 will be put on disc as EFFORT2.

Press **TAB** to get into the Text Storage area.

You can now do one of two things:

i) Bring in all of EFFORT1 into the text storage area.

To do this press **CTRL U** a few times until you hear the beep.

(You can, instead, use the down arrow key. It's slower, but gives you a better chance of seeing what's coming in.)

ii) You can start editing straight away. As you keep typing, EFFORT1 will steadily be fed in, a little at a time, into the Text Storage area.

You can edit and add to EFFORT1 and even make it longer than 360 lines.

What happens is that, as you add text, WORD MOVER realises that it is running out of room, 'peels off' text from the beginning of its Text Storage area, and puts it onto your disc.

- When you've finished, press **TAB** to get back to the Menu Page.
- Now wind up (use **W**). Your EFFORT2 is saved.

How about EFFORT1? You can delete it (if you're confident about EFFORT2) or you can leave it on the disc.

Now, suppose you want to edit EFFORT2? Repeat the steps above, creating a new file called (say) EFFORT3.

Of course, you could eventually clutter up your disc with old stuff. Here you must use your judgement. Keeping track of what are the relevant files is housekeeping that only you can do. If you add a number at the

end of the name of your document you will be better able to keep track of your latest efforts.

*Important* You will have to store successive versions of your long document on the same disc. (All in all, it is better to use method 2 above.) Provided that you are *very careful*, you can from time to time ★COMPACT the disc you have the document on. Use ★COMPACT *outside* WORD MOVER, as ★COMPACT has the effect of destroying programs in memory.

One sensible thing you can do is use a separate tape or disc for each distinct and different document that you create.

*Tape users* If you create a long document (using method 2 above) consisting of EFFORT1, EFFORT2 etcetera, each of which is *less* than 360 lines long (260 for the ELECTRON) and you go through a succession of editing sessions for each of them, you will need to keep a careful track of where EFFORT1, EFFORT2 etc are on the tape. You may find it convenient to devote two tapes to one document, switching from one tape to another as your editing proceeds. It's also a good idea to separate each piece from the next one along by a decent length of tape. Use a tape recorder (motor-controlled) with a tape counter to fix, as closely as possible, where each part of your document is stored on the tape. (Remember that you cannot use method 3 for tape.)

*Disc users* Using method 2, provided that your EFFORT1, EFFORT2 etc are each less than 360 lines long you can, of course, input your files from one disc and edit and/or save to *another* disc, using the I, O and W commands.

## USING THE FUNCTION KEYS

The only function key that WORD MOVER uses is key f9. This key allows you to get back into WORD MOVER after the Q or W command. The others are free for you to use.

If you do not know how to use the function keys, here is a brief explanation.

A function key has a little area in the computer that it can use. You 'pay it extra' and tell it what to do – you define it to do something.

Suppose you want to locate the word 'and'. You could tell key f0 to, for example, imagine it is the letters Land. It will then store Land in its little area. Every time you press f0, Land is passed to WORD MOVER, which translates it as meaning the command to LOCATE 'and'.

This is what to type in:

★KEY 0 Land | M | I

The **|M** is simply the equivalent of **RETURN**, to tell the computer that the command has ended and must now be obeyed. Notice that **|** is the same as pressing the **TAB** key. The **|** line has the same effect as **CTRL**.

Provided you define a function key correctly, you can use it in all sorts of ways within WORD MOVER.

Suppose you wanted to be able to put quotes in without having to type them each time when in the Text Storage area. **★KEY1""""** will do that.

Suppose you wanted to use a double underline for emphasis without having to type it in each time. **★KEY1=====** will do that. Of course, you'll have to use it when in the Edit Mode, and you will have to have enough space left in the Text Storage area.

Here's a more elaborate example. Suppose you wanted to replace the word 'author' by the word 'plagiarist' everywhere 'author' occurred in your document. First make sure your text is fed in completely and that you've moved the cursor to the top of the document.

**★KEY0** Lauthor **| M |**

You've 'defined' function key **f0**. This locates the first occurrence of 'author' from where the cursor currently is. **|** 'tabs' from the Menu Page to the Text Storage area.

**★KEY1** **| — | — | — | — | — | —** plagiarist **|**

You've defined function key **f1**. This deletes 'author' (**—** is the *underline* character) and substitutes 'plagiarist'. **|** **|** 'tabs' back from the Text Storage area to the Menu Page. Now all you have to do is to alternately press **f0** and **f1** until you come to the end of the Text Storage area. Press the keys down firmly. So, if you find that there are eight things you use constantly, and do not want to keep typing them in, you could create a little program (call it **SETUP**, say) to define these keys, and then have it **CHAIN WORD MOVER**. If you have no experience in programming, ask a knowledgeable friend. It's a very simple program, really, but since it's entirely up to you what you want the function keys to do, you will have to create this program yourself.

### **SOME ERROR MESSAGES (mostly for disc users)**

All of us are bound to make errors whatever we do; that's part of learning. **WORD MOVER** will give you messages when you make certain types of errors.



Message	Comments
<i>No output selected</i>	You haven't given a file name to your effort. If you do want to save your effort, use the <b>O</b> command to give it a name.
<i>Can't open file</i>	You are trying to input a file that doesn't exist. Make sure you type in the right name. Do a <b>★CAT</b> , if necessary, to find out what file names are on your tape or disc. (If you are using tape, it will save time if you keep a list of what files you have on each particular data tape. If you have a tape counter, use it to help you fix the whereabouts of each file on your tape.)
<i>Can't extend</i>	You have a file sitting on top of the file you want to save again under its old name. The best thing to do is not to get into this situation – that is, save your new version under a new name, and delete files that you are sure are no longer needed. Occasionally, <b>★COMPACT</b> your <i>backup</i> disc, before using it as the development disc. Use <b>★COMPACT</b> <i>with care</i> .
<i>Bad key</i>	You deleted too much text, and so filled up the area that function key <b>f9</b> has at its disposal to store the text you deleted.
<i>File open</i>	You opened a file using the <b>O</b> command but somehow did not 'wind' it up – that is, close it.
<i>Too many files open</i>	You opened more files than the system can handle.
<i>Disc full</i>	There's no storage space left on the disc.

## PRINT

The PRINT program on your tape is for printing out longer documents, but can also be used instead of **P**. You can print out EFFORT, or EFFORT1, EFFORT2, EFFORT3, and so on in succession.

If you want to, you can adjust various things when you use PRINT. This means that, before you use it, you must LIST lines 10 and 20.

Line 10 gives you a reminder of what to do. Line 20 has the following 'variables' (a variable is simply something whose value can alter; if your POCKET is thought of as a variable, its contents can alter):

**W%** This tells PRINT how wide the text must be.

**L%** This tells PRINT how many lines to print before stepping to the next page of your document.

**K%** This tells PRINT how much space to leave as a left-hand margin.

**S%** This tells PRINT whether or not to print a page number at the left, middle or right of the page, or not at all.

So, if you want to change the way you use PRINT, first

**LOAD "PRINT"**

**LIST 10, 20**

Change line 10 and 20 (just as an example, type **L%=20**, so that there will be 20 lines per page; type **K%=10**, so that there will be a left-hand margin ten characters wide; and so on).

If you don't know how to edit lines in a BASIC program, consult page 29 of your User Guide.

Now you can RUN the program. Type in the name of your document when PRINT asks for it.

Remember that you can not only modify PRINT but also save the new version on tape or disc for later use.

(If you refer back to the section on the **P** command, you will recall that you can do something similar with the WORD MOVER program.)

## **A NOTE ON PRINTERS**

If you have a printer (and if the manual for it is written clearly enough for you to see what it's getting at), you'll know that the PRINT program that we've supplied does the bare minimum of printing out. This, unfortunately, cannot be helped as there are a large number of printers on the market. A 'printer driver' is a program that 'drives' your printer to do things like underlining, bold characters, compressed characters, and so on. The printer is told what to do by commands – 'control codes'. Once again, it is up to you to program the driver yourself, or find a knowledgeable friend to do so; or use a program that may have been published in a magazine or book. Specialist magazines that might be of use to you are *The Micro User* and *Acorn User*. There are also a couple of specialist magazines on the Electron.

## ONE-OFF DOCUMENTS

If you want to write something that you're not concerned about saving or printing out – to practise typing or become more familiar with WORD MOVER, for example – you can simply use **Q** to quit WORD MOVER after entering (and possibly editing) your text.

You may want to do a 'one-off' – that is, create and edit the document and print it out immediately. You can do this if it doesn't take up more space than the Text Storage area can hold. Remember that, using **TAB**, you can switch back and forth between the Command and Edit Modes; so that, for example, you can check how many lines you've entered into the Text Storage area.

### TO PRINT OUT THE DOCUMENT

- 1** Make sure that your printer is connected and switched on.
- 2** If your printer is connected to the socket marked **PRINTER**, type in **★FX5,1**. If the printer is connected to the socket marked **RS432**, type in **★FX5,2**. You may also have to type in **★FX8,4** and **★FX6**, depending on what make your printer is. Consult the User Guide, pp. 423-4 and your printer manual.
- 3** Now use the **P** command from the Menu Page.
- 4** If you do *not* have a printer, or you want in any case to have a look at the way your effort will be broken up into pages, type in **★FX5,0** while in the Menu Page and then use the **P** command.

(The **P** command, remember, is only for printing out a document that fits completely into the Text Storage area. Longer efforts can be printed out using the **PRINT** program.)

If you do actually want a printout after using **★FX5,0**, follow steps 1, 2 and 3 above.

### PRINTING YOUR SAVED DOCUMENTS

If your document is 360 or fewer lines long and you want to print it out while still within WORD MOVER, then first use the **I** command to input your document, make sure you feed in all of your document into the text area, and then follow steps 1, 2, 3 above.

Otherwise, if you want to print out using the **PRINT** program:

First, if you have a printer, make sure that it is connected and switched on.

- a To see how your document will be broken up when printed out, type in **★FX5,0**. Then follow step 1 or 2 below, as appropriate.
- b To print out your document:

If your printer is plugged into the (serial) port marked RS423 (at the back of the computer) type in **★FX5,2** while in the Menu Page. Depending on what printer you have, you may then also have to type in commands such as **★FX8,4** and **★FX6**. Consult your printer manual and the User Guide, pp. 423-4.

If your printer is plugged into the (parallel) port marked PRINTER (underneath the computer) type in **★FX5,1**.

Get out of WORD MOVER if you are in it: press **CTRL** and **BREAK** together; or you can press **Q**.

Load the PRINT program and run it.

Now put the tape or disc containing the text into the relevant drive.

**1** If your document is broken up into chunks, give the name of a chunk of it to PRINT whenever it asks for a 'file name'. After the last chunk has been given as a file name, press **ESCAPE** when next asked for a file name.

**2** If your document is in one piece, whether short or long, give PRINT its name. Then, when next asked to give a file name, press **ESCAPE**.

You will note that PRINT displays your document on screen while printing it, page breaks and all.

You can get a very good idea of the layout of your document if, before previewing by using the **★FX5,0** command, you type in **MODE 3** or **MODE 0**.

*Note* You can modify the PRINT program itself to work for a serial or parallel printer, taking care of such things as whether your printer needs a carriage return code to be explicitly sent to it, etc. It depends on what make of printer you have. You will have to consult your printer manual and the User Guide. If you do not know how to list and modify programs, find someone who can or contact your nearest user group.

*We have included a summary of the editing and printing sections:*

### **USING WORD MOVER TO CREATE A SHORT DOCUMENT**

**1** Insert the tape containing WORD MOVER and type **CHAIN "WORD"**.

**2** Once WORD MOVER has loaded and displays the menu of available commands, press **TAB** to enter Edit Mode.

**3** Type in the text of the document, using **DELETE** to correct mistakes you notice immediately.

**4** Use the cursor keys to move around the text; if you notice mistakes or omissions, position the cursor after the faulty characters, use **DELETE** to remove them, and then type in the corrections.

**5** You can print the document by pressing **TAB** to get into Command Mode, and then pressing **P** (or **R** if you prefer a ragged right margin). Note that you can 'preview' the document by typing **\*FX5,0** before pressing **P** or **R**. Remember that a line on the paper can hold more than a line on the screen when in mode 7, so the layout as previewed on the screen may appear a little funny at first. If you want to make further changes, you can start editing the document again by pressing **TAB** which will get you back to step 4. **TAB** can be used as often as you like to swap between the two modes of operation.

Note that the number of characters per line, the number of lines per page, the position of the page number and the offset of the text on the page can all be changed.

**6** If the document is a one-off letter, you might not want to save it on tape: simply choose the **Q** option when you have finished with it. If it is a form letter, part of a report or a program you are writing and you do want to save it, then insert a spare tape, use the **O** option to specify the name that is to be used and then use the **W** option.

## **ALTERING AN EXISTING DOCUMENT**

**1** Insert the tape containing WORD MOVER program and type **CHAIN "WORD"**.

**2** When WORD MOVER has loaded and displays the menu of commands, insert the tape containing the saved document, press **I**, and then type the file name and press **RETURN**. The editor will then prepare to read from the indicated file.

**3** Press **TAB** to enter Edit Mode; you will see the first line of the file has been read. You can use the cursor keys to move down through the file, which will be read in from tape as needed.

**4** You can either read in the whole file by moving to the end and then make any changes, or make changes on the fly as you cause more and more lines to be read in.

This sequence will work for 'chunks' of text that are 360 or fewer lines long (260 for the ELECTRON).

## **PRODUCING LONG DOCUMENTS**

A document more than about 4 pages long can be typed in as a series of shorter files in the normal way and then printed as one document using the **PRINT** program. This is the preferred method.



There is an alternative way that keeps the whole document as one file, but it is only suitable if discs, Econet or a dual-cassette interface is being used.

Immediately after using the **I** option to specify the file to be read, select an output file name (using the **O** menu option). If you do this, then whenever the WORD MOVER program realises it is running out of space, it will automatically send some text from the front of the document to the specified output file. When you use the **W** menu option to indicate you have finished, the rest of the document is also sent to this file (including any lines from the input file that have not been read).

Note that whichever way of handling long documents is adopted, the PRINT program can be used to preview and print them as described below.

### **PRINTING A DOCUMENT USING PRINT**

- 1** If the printer is plugged into the socket marked RS423, type **\*FX5,2**. If it is plugged into the socket marked PRINTER, type **\*FX5,1**. If you only want to check the layout, then type **\*FX5,0**. Note that when you switch on your computer, the parallel socket is assumed. See your User Guide for more details of **\*FX5** and **\*FX6**.
- 2** As the PRINT program will work in any mode, you might like to select an 80-column mode (MODE 0 or MODE 3) at this point so you get a better idea of the layout being produced.
- 3** Insert the tape containing PRINT and type **CHAIN "PRINT"**
- 4** The program will ask for a file name: insert the tape containing the file, and then type in the name of the file. The PRINT program will display the text as it is printed, emphasising the page breaks as it does so.
- 5** When PRINT has fully read the file, it will ask again for a file name. If the document continues in another file, go back to step 4, otherwise press the **ESCAPE** key; the program will in this case realise the document is complete and finish off the final page.

### **ALTERING THE WIDTH OF A PAGE, ETC, WHEN USING PRINT**

Instead of CHAINing into PRINT, LOAD it instead, and LIST lines 10 and 20. Line 10 is a REM statement telling the meaning of the variables set up in line 20 – decide what you want, alter line 20 accordingly, and RUN the program. If the layout is now as you like it, SAVE the modified program away on a spare tape, and use this program instead of the PRINT program in future.

Disclaimer: Because neither the BBC nor the author have any control over the circumstances of use of the programs, no warranty is given or should be implied as to the suitability of the programs described in this Manual for any particular application. No liability can be accepted for any consequential loss or damage, however caused, arising as a result of the operation of the program.

